



## **50 Rules for Shop Safety**

1. Walk—do not run—in shop areas.
2. Horseplay has no place in the shop.
3. Secure permission from supervisor/instructor for special set-ups.
4. Be considerate of the safety of others.
5. Adhere to safety rules pertinent to a specific shop.
6. Do not use tools or equipment until instruction relative to safe handling has been given.
7. Persons not operating power tools or instructed to observe the operation thereof should keep clear of operators.
8. Do not stop or start a machine for another person except in an emergency.
9. Only one person will operate machines at a time.
10. Report unsafe conditions to supervisor.
11. Form correct habits under normal conditions so you will automatically do the correct thing if required to work under pressure.
12. Read and follow the precautions and information from safety posters.
13. Do not use machines for trivial operations, or when hand tools would best accomplish the task.
14. Students working in shop areas must confine their long hair and avoid wearing apparel subject to catching on or in machinery. Rings, bracelets, watches, etc. should not be worn.
15. Never throw objects in shop. Distraction or injury can result.
16. Do not tamper with adjustments or play with machinery at any time. Serious accidents can be caused by such action.
17. Do not lean on machines; you may press a switch or throw a control, which, upon starting, could endanger the safety of the operator or the machine.
18. Eye protection is mandatory.
19. Compressed air must never be used for other than specific purposes.
20. Stop all power machinery to oil, adjust, or clean.
21. Allow revolving machinery to stop on its own. Resist the desire to grab chucks, spindles, or other rotating parts with the hand.
22. Set up shields to stop flying chips, sparks, or particles.
23. Replace grinding wheels showing cracks, those out of balance, or those worn too small to allow proper clearance (not more than 1/8") between tool rest and stone.
24. Keep cutting tools sharp.
25. Oily rags and other combustible materials must be kept in a closed metal

container.

26. Keep hoses and electrical cords trip-free.
27. Never mount a grinding wheel unless the speed of the motor and the speed of the wheel are known and the two are appropriate.
28. Store flammable liquids in approved safety containers.
29. Avoid using electric drills or other electrical apparatus while standing on wet floors.
30. When starting a machine, allow it to reach its proper operating RPM before using.
31. Cords are to be disconnected when portable tools are not in use.
32. Vise handles should hang free when not in use.
33. Know and follow the specific requirements of the kind and type of machine you are going to operate.
34. Use the correct tool for the job.
35. Check for frayed electrical cords and for chafed or worn air hoses.
36. Floors are to be kept free of accumulation of materials or scrap and should be of non-skid surface.
37. The area should be swept daily and cleaned thoroughly periodically.
38. Shop area is to be neat and orderly in appearance at all times. Cluttered or dirty shops are good sites for accidents. Neat and orderly shops help eliminate unsafe working conditions.
39. Aisles should be kept clear by putting stock away promptly after using.
40. Shops should be properly ventilated. Serious disorders can be caused by uncontrolled vapors, mists, gases, and fumes.
41. Light is essential for sight. Sight is essential for safety. Keep windows, light bulbs, reflectors, and walls bright but without glare. Replace burned-out bulbs at once.
42. Fire extinguishers must be available and instructions given for proper use.
43. Fire regulations pertinent to the shop should be studied and familiar so you can assist in closing windows, make proper exit, etc.
44. Wear protective clothing and equipment. Avoid wearing anything which may be pulled into machinery.
45. Sleeves are to be kept rolled up, shirttails in, and long ties and jewelry removed. Aprons should be snugly secured.
46. A person feeling ill should not operate a machine—report to supervisor.
47. Use proper lifting techniques when moving heavy objects.
48. Report any injury to supervisor immediately.
49. Have cuts, burns, or bruises—however minor—treated immediately by the school nurse or other qualified person.
50. Avoid placing hands to mouth or eyes while working.